

(Revised 1/3/2011)

1777 F Street, NW, Washington, DC 20006
tel 202.509.8400 fax 202.509.8490 www.cfr.org

Monday, August 1, 2016

**Ms. Julie Klein
Deputy National Security Advisor
Office of the Senate Minority Leader
S-221 U.S. Capitol Building
Washington, DC 20510**

Dear Ms. Klein:

I write to invite you to participate in a day-long visit to the Council on Foreign Relations (CFR) New York headquarters on Monday, September 19, as part of your ongoing participation in the CFR congressional foreign policy study group. This trip will provide you, and the other study group members, an opportunity to engage with members of the council, CFR fellows based in New York and *Foreign Affairs* senior editorial staff.

The formal meeting program is attached but we will be departing from Union Station at 7:55 a.m. and returning later that evening. All costs associated with this program will be covered by CFR.

We hope that you will take advantage of this unique opportunity. If you have any questions, please feel free to contact me directly at 202.509.8458 or by email at pcostello@cfr.org.

We look forward to hearing from you.

Sincerely,

Patrick C. Costello
Director, Washington External Affairs
Council on Foreign Relations

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Council on Foreign Relations (CFR)
2. Description of the trip: Provide congressional staff members participating in CFR's foreign policy study group an opportunity to visit CFR's New York office and participate in a day of substantive programming.
3. Dates of travel: Monday, September 19
4. Place of travel: New York, NY
5. Name and title of Senate invitees: See attached documentation
6. I certify that the trip fits one of the following categories:
- ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
- OR -
- ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
- ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)
If the trip included:

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An Itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

CFR is the only sponsor of this trip and is covering all associated costs.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

CFR is an independent think tank and membership organization dedicated to being a resource for its members, government officials, and other interested citizens in order to help them better understand the world and the foreign policy choices facing the United States.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

CFR hosted a similar trip to New York on September 25, 2015.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CFR hosts several different meeting series on Capitol Hill for members of Congress and senior congressional staff for the purposes of informing the policy making community of the foreign policy and national security issues confronting the United States.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	Rail travel costs: \$400 Round-trip ground transport from rail station to CFR offices: \$50	N/A	Approx.: \$50	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is taking place with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The Council on Foreign Relations is headquartered in New York City.

19. Name and location of hotel or other lodging facility:

N/A

20. Reason(s) for selecting hotel or other lodging facility:

N/A

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Meal costs are estimated to be far less than the \$74 per diem rate for this location.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will travel from Washington, DC to New York on Amtrak Acela services (business class).

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.)

Signature of Travel Sponsor:

Name and Title: Patrick C. Costello; Director, Washington External Affairs

Name of Organization: Council on Foreign Relations

Address: 1777 F Street, NW Washington, DC 20006

Telephone Number: 202-508-8458

Fax Number: 202-509-8400

E-mail Address: pcostallo@cfr.org

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